

Subject: FYI Vacancy Announcement

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

Position Description: RESEARCH ASSISTANT

Reports to: CTEC Program Director

Supervises: None

Salary Grade: GS 9

FLSA Classification: Exempt

POSITION SUMMARY:

Under the direction of the CTEC Program Director, the Research Assistant will assist the Epidemiology Department on specific research and health data processing projects.

ESSENTIAL FUNCTIONS:

- Assists in data collection activities such as surveys of American Indian communities under supervision.
- Performs data entry and dataset cleaning, utilizing computer software such as Excel, SAS, SPSS or STATA.
- Assists in preparing and formatting tables for reporting of data.
- Assists in the production of presentations of research results.
- Assists in the production of research reports and tables.
- Other functions as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date.
2. Position requires occasional overnight travel.
3. Requires ability to drive up to 7 hours a day.
4. Other duties as assigned.

QUALIFICATIONS:

A Bachelor's degree with a major in a health-related field is preferred, or must have an Associate's Degree with at least one year's work experience in a health-related field. One year of health related work experience which includes research and/or data processing activities. Must have strong problems solving skills and attention to detail. Must have computer skills including the ability to utilize Microsoft Office software (Word, Excel, PowerPoint, Outlook), experience with at least one statistical analysis software, and the ability to conduct Internet research. This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature. Preference in hiring is given to qualified

American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

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